

RETURN OF KEY - DEPOSIT

1. Key must be returned to City Hall immediately after usage, either to City Hall, if during working hours, or to night depository on West outside wall of City Hall.
2. Arrangements must be made ahead of time for pickup of key to Clubhouse if reservations are after hours or on weekends.
3. Deposit fee will be mailed to renters upon verification by Staff that facilities are left in good condition.
4. Deposit fee will be forfeited if keys to building are not returned to City Hall.

Policy approved this 12th day of September, 1989.
Fees amended 22nd day of November, 2005.

NAME _____

Address _____

Phone Number:

Business _____

Home _____

Signature

Acceptance of Guidelines and Conditions

Received by

Amount Paid

Date and time of party